

# NSAI

## Occupational Health and Safety MANAGEMENT SYSTEM

### QUESTIONNAIRE

Applicable to

**I.S. ISO 45001:2018**

Return completed:

**Section 1: OH&S Technical Questionnaire**

For completion prior to registration or migration to ISO45001:

(To be reviewed for accuracy and updated as appropriate at reassessment.)

**Section 2: OH&S Requirements Checklist**

For completion by all clients.

**Section 3: OH&S Three Year Summary**

For completion when the audit is a three year reassessment.

with any other relevant information to:

**Certification Services**

**NSAI**

1 Swift Square

Northwood

Santry

Dublin 9



# SECTION 1

## OH&S TECHNICAL QUESTIONNAIRE

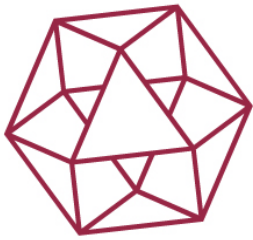
<b>1.0 General Information</b>																																							
1.1	Applicant Name:																																						
1.2	Address:																																						
1.3	Contact Name:																																						
1.4	Telephone No.:																																						
1.5	Email Address:																																						
1.6	Website URL:																																						
<b>1.7 Sites relevant to this application:</b>																																							
<input type="checkbox"/> Single Site		<input type="checkbox"/> Multiple Locations as listed beneath																																					
<table border="1"> <thead> <tr> <th>Address</th> <th>Contact</th> <th>Employee Nos.</th> <th>Email</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> </tbody> </table>				Address	Contact	Employee Nos.	Email																																
Address	Contact	Employee Nos.	Email																																				
<b>1.8 Scope of activities carried out on organisation/facility for assessment :</b>																																							

**1.9 Summary of Hazards**

	Yes	No
Chemical or biological substances	<input type="checkbox"/>	<input type="checkbox"/>
Ionising / non ionising Radiation	<input type="checkbox"/>	<input type="checkbox"/>
Asbestos	<input type="checkbox"/>	<input type="checkbox"/>
Pressure vessels and their control	<input type="checkbox"/>	<input type="checkbox"/>
Compressed air equipment	<input type="checkbox"/>	<input type="checkbox"/>
Portable Electrical Equipment	<input type="checkbox"/>	<input type="checkbox"/>
Elevated noise levels	<input type="checkbox"/>	<input type="checkbox"/>
Pneumatic and Hydraulic control systems	<input type="checkbox"/>	<input type="checkbox"/>
Steam / High pressure water boilers	<input type="checkbox"/>	<input type="checkbox"/>
Machines / Machining activities	<input type="checkbox"/>	<input type="checkbox"/>
Contact with moving machinery	<input type="checkbox"/>	<input type="checkbox"/>
Lifting equipment	<input type="checkbox"/>	<input type="checkbox"/>
Assembling / dismantling heavy components	<input type="checkbox"/>	<input type="checkbox"/>
Office ergonomic factors	<input type="checkbox"/>	<input type="checkbox"/>
Manual handling, lifting and carrying	<input type="checkbox"/>	<input type="checkbox"/>
Transport usage, Truck, Forklifts	<input type="checkbox"/>	<input type="checkbox"/>
Exposure to Airborne contaminants	<input type="checkbox"/>	<input type="checkbox"/>
Control of external contractors	<input type="checkbox"/>	<input type="checkbox"/>
Welding & Hot work	<input type="checkbox"/>	<input type="checkbox"/>
Potential for falling material	<input type="checkbox"/>	<input type="checkbox"/>
Ladders, platforms and scaffolding	<input type="checkbox"/>	<input type="checkbox"/>
Building activities on site	<input type="checkbox"/>	<input type="checkbox"/>
Demolition activities on site	<input type="checkbox"/>	<input type="checkbox"/>
Flammable or explosive materials	<input type="checkbox"/>	<input type="checkbox"/>
Working at heights	<input type="checkbox"/>	<input type="checkbox"/>
Activities near high voltage powers lines	<input type="checkbox"/>	<input type="checkbox"/>
Activities in wells, underground earthworks or tunnels	<input type="checkbox"/>	<input type="checkbox"/>
ATEX site	<input type="checkbox"/>	<input type="checkbox"/>
Seveso site if yes, Tier1 or Tier 2	<input type="checkbox"/>	<input type="checkbox"/>
Others (list below):		



<b>1.10 Issues which have been considered</b>			
<b>Please confirm that you have considered the following issues when determining your major hazards:</b>			
Normal operating condition	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Start-up and shut down conditions	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Maintenance operations	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Accident and emergency situation	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Past health and safety incidents*	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If any please provide brief details in box below
Past activates	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Current activities	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Planned activities	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<b>Provide brief summary * if applicable:</b>			
<b>1.11</b>	<b>Health and Safety Management Programmes</b> List significant programmes in place		
<b>1.12</b>	<b>Accident/Incident History</b>		
1.12.1	List all reportable accidents that have occurred during the past 2 years		
1.12.2	Has the organisation been prosecuted for any breach in OH&S legislation during the past five years?		
1.12.3	List any improvement or prohibition notices served by competent authority within the past five years		



# NSAI

## SECTION 2

### OH&S REQUIREMENTS CHECKLIST

Applicable to

**I.S. ISO45001:2018**

**Please complete the response / evidence requirements  
and email the completed questionnaire to your NSAI  
Auditor for verification prior to the audit**



<b>4 CONTEXT OF THE ORGANISATION (CLAUSE 4)</b>				
<b>4</b>	<b>Requirement</b>	<b>Response/Evidence</b>	<b>Auditor verification For office use only</b>	<b>Compliant (Y/N)</b>
<b>4.1</b>	<p>What are the external and internal issues that are relevant to your organisation's purpose and the achievements of intended outcomes of OH&amp;S management system</p> <p>How frequently, where and in what context, are these issues reviewed and monitored?</p>			
<b>4.2</b>	<p>In the context of the OH&amp;S :</p> <p>Who are the relevant interested parties?</p> <p>What are their needs and expectations?</p> <p>Which of these needs and expectations become legal requirements and other requirements?</p> <p>What potential legal requirements impact on worker?</p>			
<b>4.3</b>	<p>What is the scope of the OH&amp;S, taking into account the external and internal issues, legal and other requirements, planned or performed work related activities.</p>			
<b>4.4</b>	<p>List the main OH&amp;S processes and their interactions, that are needed to achieve intended outcome including OH&amp;S performance?</p>			



<b>5</b>	<b>LEADERSHIP (CLAUSE 5)</b>			
	<b>Requirement</b>	<b>Response/Evidence</b>	<b>Auditor verification For office use only</b>	<b>Compliant (Y/N)</b>
<b>5.1</b>	Who are the top management within the organisation?			Y
<b>5.1</b>	What role do top management take in monitoring the effectiveness of the OH&S?  Are requirements (a) to (i) adequately addressed?  How are these OH&S requirements integrated into the business processes?			
<b>5.2</b>	How has the OH&S policy and objectives been established and communicated?  Does the policy adequately meet requirements (a) to (e)?			
<b>5.3</b>	How have top management assigned and communicated responsibilities and authorities for relevant roles within the organization?  Have top management assigned responsibility and authority for ensuring compliance with the standard as well for reporting on OH&S performance to top management?			
<b>5.4</b>	How has the organisation planned for consultation and participation of workers, where they exist workers representatives in the development and planning of OH&S management system?  How are workers involved in the setting of competence criteria?			



<b>6 PLANNING (CLAUSE 6)</b>				
	<b>Requirement</b>	<b>Response/Evidence</b>	<b>Auditor verification For office use only</b>	<b>Compliant (Y/N)</b>
<b>6.1.1</b>	<p>When planning for OH&amp;S has the organisation considered context of the organisation, interested parties and scope?</p> <p>In determining risk and opportunities has the organisation taken into account–</p> <ul style="list-style-type: none"> <li>• Hazards, risk and opportunities</li> <li>• Legal and other requirement,</li> <li>• Risk and opportunities related to operation of the OH&amp;S management system?</li> <li>• Emergency situations</li> </ul> <p>Has the organisation retained documented information on this requirement?</p>			
<b>6.1.2</b>	<p>How are ongoing hazards determined taking into account:</p> <ul style="list-style-type: none"> <li>• Routine and non-routine activities</li> <li>• Emergency situations</li> <li>• People</li> <li>• Other significant issues</li> <li>• Changes</li> <li>• Changes in knowledge</li> <li>• Past incidents</li> <li>• Organisational and social factors</li> </ul> <p>What did the organisation take into account when determining OH&amp;S hazards and risks?</p> <p>Has the organisation defined the methodology and criteria for the assessment of OH&amp;S risks?</p> <p>How does the organisation address clause 6.1.2.1-6.1.2.3</p> <p>What documented information is maintained with respect to OH&amp;S hazards and risks?</p>			
<b>6.1.3</b>	<p>How are legal requirements and other requirements determined by the organisation</p>			





<b>6</b>	<b>PLANNING (CLAUSE 6)</b>			
	<b>Requirement</b>	<b>Response/Evidence</b>	<b>Auditor verification For office use only</b>	<b>Compliant (Y/N)</b>
	<p>How are these requirements taken into account when establishing OH&amp;S management system?</p> <p>What documented information for is maintained?</p>			
<b>6.1.4</b>	<p>What are the planned actions required to address :</p> <ul style="list-style-type: none"> <li>• Risk and opportunities</li> <li>• Legal requirements</li> <li>• Respond to potential emergency situations</li> </ul> <p>How are these integrated into the OH&amp;S processes and evaluated for effectiveness?</p>			
<b>6.2.1</b>	<p>What OH&amp;S objectives have been established to achieve continual improvement in OH&amp;S performance</p> <p>How are these documented?</p>			
<b>6.2.2</b>	<p>How are actions planned to achieve these OH&amp;S objectives?</p> <p>What has been defined for these objectives?</p> <p>Have OH&amp;S objectives been integrated into the organisations business processes?</p>			



<b>7</b>	<b>SUPPORT (CLAUSE 7)</b>			
	<b>Requirement</b>	<b>Response/Evidence</b>	<b>Auditor verification For office use only</b>	<b>Compliant (Y/N)</b>
<b>7.1</b>	What resources have been provided for the establishment, implementation, maintenance and continual improvement of the OH&S?			
<b>7.2</b>	How has the organisation ensured that those persons doing work under their control are competent and adequately trained?  All competence & training needs reviewed?  How are workers trained to be able to identify hazards?  Is documented information available to confirm this?			
<b>7.3</b>	How has the organisation ensured that those persons doing work under their control are aware of the OH&S policy and objectives, their contribution to these and the implications of not conforming?			
<b>7.4</b>	What internal and external communications are relevant to the OH&S? What? When? With whom? How?			
<b>7.5</b>	What documented information is required for the effective implementation and operation of the OH&S?  Has documented information of external origin defined by the organisation being identified and controlled?  Are requirements 7.5.1 to 7.5.3 adequately addressed?			



<b>8</b>	<b>OPERATION (CLAUSE 8)</b>			
	<b>Requirement</b>	<b>Response/Evidence</b>	<b>Auditor verification For office use only</b>	<b>Compliant (Y/N)</b>
<b>8.1.1</b>	<p>What processes are required to meet OH&amp;S and to implement actions for 6.1 &amp; 6.2?</p> <p>How does the organisation manage the risks associated with change?</p> <p>How do you ensure that outsourced processes, products, and services are controlled or influenced?</p>			
<b>8.1.2</b>	Has the organisation defined the process for the elimination of hazards and reduction of risk using the hierarchy of controls?			
<b>8.1.3</b>	Has the organisation defined the process for the implementation and control of planned temporary and permanent change that could impact on OH&S?			
<b>8.1.4</b>	Has the organisation determined outsourced processes, how are these controlled?			
<b>8.1.5</b>	Has the organisation determined the process for procurement of products and services that impact on OH&S?			
<b>8.1.6</b>	<p>Has the organisation determined the process for the co-ordination of contractors for hazard identification and controls of risk relevant to their activities?</p> <p>What criteria are defined for the selection of contractors?</p>			
<b>8.2</b>	<p>Define the organisation's emergency preparedness and response to potential situations including first aid</p> <p>Are these situations periodically tested, evaluated and records of this testing maintained?</p> <p>How does the organisation inform workers of their duties and responsibilities?</p> <p>Define necessary training for planned response?</p>			



<b>9</b>	<b>PERFORMANCE EVALUATION (CLAUSE 9)</b>			
	<b>Requirement</b>	<b>Response/Evidence</b>	<b>Auditor verification For office use only</b>	<b>Compliant (Y/N)</b>
<b>9.1.1</b>	<p>How does the organisation determine what processes need to be monitor, measure analyse and evaluate its OH&amp;S performance?</p> <p>List main measurements.</p> <p>Has the organisation retained appropriate documented information?</p>			
<b>9.1.2</b>	<p>How does the organisation determine and evaluate legal requirements and other requirements</p> <p>Has the organisation determined the frequency and methods for the evaluation?</p> <p>Is sufficient documented information maintained as evidence of compliance evaluation results?</p>			
<b>9.2</b>	<p>Define the organisations internal audit process?</p> <p>Include details of all requirements of clause 9.2.</p>			
<b>9.3</b>	<p>Define the organisations management review process?</p> <p>Include details of all requirements of clause 9.3.</p>			



<b>10</b>	<b>IMPROVEMENT (CLAUSE 10)</b>			
	<b>Requirement</b>	<b>Response/Evidence</b>	<b>Auditor verification For office use only</b>	<b>Compliant (Y/N)</b>
10.1	How does the organisation determine and select opportunities for improvement?			Y
10.2	<p>Define the organisations processes for managing incidents nonconformities and the related corrective actions?</p> <p>Has the organisation developed a detailed process for the reporting and investigation of incidents?</p> <p>Has the organisation retained documented information on:</p> <ul style="list-style-type: none"> <li>nature of incidents and nonconformities any subsequent actions,</li> <li>results of action and corrective action including their effectiveness</li> </ul> <p>How does the organisation communicate the documented information to workers?</p>			
10.3	<p>How does the organisation continually improve the suitability, adequacy, and effectiveness of the OH&amp;S and enhance OH&amp;S performance?</p> <p>How are the results of continual improvement activities communicated to workers?</p>			

<b>11</b>	<b>TO BE COMPLETED FOR UPGRADE AUDITS BUT NOT FOR NEW REGISTRATIONS. IT IS IMPORTANT THAT OHSAS18001:2007 CERTIFICATION IS MAINTAINED UNTIL CERTIFICATION TO ISO45001:20XX IS ACHIEVED.</b>			
	<b>Requirement</b>	<b>Response/Evidence</b>	<b>Auditor verification For office use only</b>	<b>Compliant (Y/N)</b>
1	Are you maintaining the OHSAS18001:2007			
2	Is there any change to the scope of the OH&S			
3	Have you maintained the OH&S Manual			
4	Is there still a Management Representative			
5	Are you maintaining procedures for the following requirements:			



**11**

**TO BE COMPLETED FOR UPGRADE AUDITS BUT NOT FOR NEW REGISTRATIONS. IT IS IMPORTANT THAT OHSAS18001:2007 CERTIFICATION IS MAINTAINED UNTIL CERTIFICATION TO ISO45001:20XX IS ACHIEVED.**

	<b>Requirement</b>	<b>Response/Evidence</b>	<b>Auditor verification For office use only</b>	<b>Compliant (Y/N)</b>
	4.3.1, 4.3.2, 4.4.2, 4.4.3, 4.4.5, 4.4.6, 4.4.7, 4.5.1, 4.5.2, 4.5.3, 4.5.4, & 4.5.5.			
6	Are you maintaining records for the following requirements:  4.1, 4.2, 4.3.1, 4.3.2, 4.3.3, 4.4.1, 4.4.2, 4.4.4, 4.4.5, 4.5.1, 4.5.2, 4.5.3, 4.5.4, 4.5.5, & 4.6.			

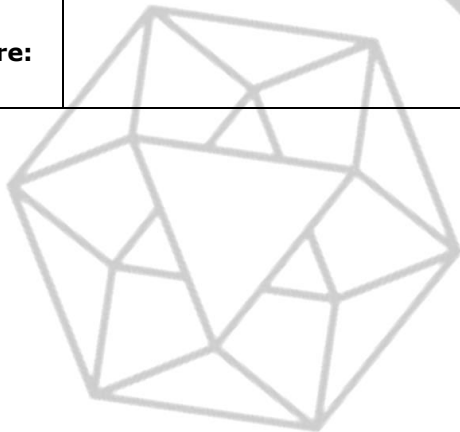
**SIGNATURES:**

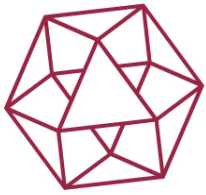
**Client Representative:**

<b>Signature:</b>		<b>Date:</b>
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**Auditor:**

<b>Signature:</b>		<b>Date:</b>
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# NSAI

## SECTION 3

### OH&S THREE YEAR SUMMARY OF CHANGE

<b>1.</b>	<b>List Significant Continual Improvements Achieved During The Past Three Years</b>
<b>2.</b>	<b>List Any Significant Organisational Change in the Past Three Years.</b>
<b>3.</b>	<b>List Any Reportable Incidentts to the HSA over Past 3 Years</b>
<b>4.</b>	<b>List Any Improvement or Prosecution Notices Served by HSA in The Past 3 Years</b>
<b>5.</b>	<b>List Any Significant Process Changes During the Past 3 Years That Impact on OH&amp;S</b>
<b>7.</b>	<b>List Significant Management System Revisions/Updates during Past 3 Years</b>
<b>8.</b>	<b>List Significant Internal Audit Findings and Program Changes during Past 3 Years</b>
<b>9.</b>	<b>List Any Incentives That Has Had a Positive Impact on OH&amp;S</b>